

EYES ONLY

24 September 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, CSP

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-04 to GS-05

25X1A9a

1. [REDACTED] joined the Agency 20 January 1969 and was assigned to the Applied Physics Division 23 February 1969 at a GS-04 level.

2. She has shown, since being with this Division, the ability and initiative to assume the duties and responsibilities required of a GS-05 secretary-stenographer, and has demonstrated a high proficiency in taking shorthand and in typing. She is skilled in typing papers and reports of a highly technical nature. [REDACTED] is proficient in handling telephone calls and visitors and works very well under pressure. Her industriousness, alertness, willingness, and general attitude toward her work is very definitely an asset to the Division.

3. It is recommended that [REDACTED] be promoted from a 25X1A9a GS-04 to a GS-05.

25X1A9a¹⁵¹
[REDACTED]

C/AP/ORD/DD/SET

RECOMMEND APPROVAL:

~~SECRET~~

Chairman, Special Panel, CSP

10/9/69

Date


EYES ONLY

GROUP 1
Excluded from automatic
downgrading and
declassification

approved

~~SECRET~~
EYES ONLY

25X1A9a

Subject: Recommendation for Promotion - 

APPROVAL:

SIGNED

Director of Research and Development

10/13/69
Date

Distribution:

- Orig. & 1 - Addressee
- ✓ 1 - CSP
- 1 - AP/ORD
- 1 - ORD Personnel

AP/ORD/DD/S&T/jd

EYES ONLY

~~SECRET~~
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